

Program Records Retention and Disposition Schedule

**OFFICE OF THE GOVERNOR
NC COMMISSION ON VOLUNTEERISM AND COMMUNITY SERVICE**

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

NC COMMISSION ON VOLUNTEERISM AND COMMUNITY SERVICE

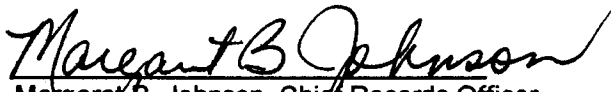
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.**

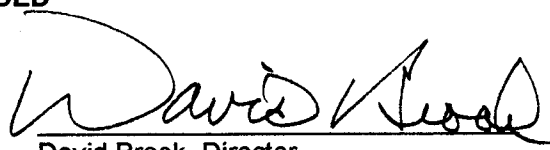
The

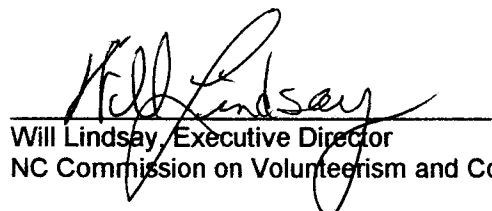
NC COMMISSION ON VOLUNTEERISM AND COMMUNITY SERVICE

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

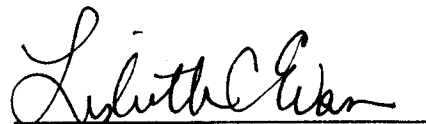

Margaret B. Johnson, Chief Records Officer
Office of the Governor


David Brook, Director
Division of Historical Resources


Will Lindsay, Executive Director
NC Commission on Volunteerism and Community Service

APPROVED


Michael F. Easley, Governor
Office of the Governor


Lisbeth C. Evans, Secretary
Department of Cultural Resources

January 21, 2005

CSB

**Office of the Governor
NC Commission on Volunteerism and Community Service**

Item 34911. Pages File. Records in paper and electronic formats concerning students interested in the Governor's Page Program. File includes transcripts, correspondence, lists of participants, and other related records. (Comply with applicable provisions of G.S. 126-22 regarding confidentiality of personnel records and 20 USC 1232g regarding the confidentiality of student records.)

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper copies of lists of participants after 1 year or when the Governor's term expires to the State Records Center for immediate transfer to the custody of the Archives. Destroy in office remaining records after 1 year.

Item 34912. Pages (Photographs and Negatives) File. Photographs and negatives of individuals who served as Governor's Pages.

DISPOSITION INSTRUCTIONS: Destroy in office upon the expiration of the Governor's term.

Item 45664. Emergency Management File. Records concerning offers of assistance and money received in response to Hurricane Floyd (September 1999) and other natural or manmade disasters. File includes pledges, reference copies of donation forms, and other related records. (Comply with applicable provisions of G.S. 53 and 12 USC 3404 regarding confidentiality of personal financial information.)

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

Item 47411. Executive Director's Correspondence File. Correspondence in paper and electronic formats to and from the Executive Director concerning grants, the formulation of policy, and the administration of the Commission.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records which were printed and interfiled. Transfer paper records to the State Records Center after federal audit has been completed if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, retain in office until completion of action and resolution of issues. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 47412. Grant Award/Extension Correspondence File. Correspondence from federal funding organizations awarding and extending grants.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after federal audit has been completed if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, retain in office until completion of action and resolution of issues. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 47413. Audit Resolution Correspondence File. Correspondence from federal funding organizations confirming completion and resolution of federal audits.

DISPOSITION INSTRUCTIONS: Retain in office permanently.

Item 47414. Grant Applications (Not Funded) File. Records concerning applications submitted for funding consideration but not recommended for funding. File includes grant application, proposed budget, peer review information, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when federal audit has been completed if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, destroy in office after completion of action and resolution of issues involved.

Item 47415. Funded Programs File. Records concerning programs currently funded through the agency. File includes grant applications, correspondence, memorandums, publicity materials, program evaluations, and other related records.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after federal audit has been completed if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, retain in office until completion of action and resolution of issues. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 47416. Reports File. Electronic and paper programmatic/financial reports to the Corporation for National and Community Service concerning activities of the Commission.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with the paper file. Destroy in office electronic versions of records which were printed and interfiled. Transfer to the State Records Center after federal audit has been completed if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, retain in office until completion of action and resolution of issues. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

Item 47417. AmeriCorps Member File. Enrollment and exit forms. (Comply with applicable provisions of 5 USC Section 552a regarding the confidentiality of records maintained on individuals.)

DISPOSITION INSTRUCTIONS: Destroy in office after federal audit has been completed if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, destroy in office after completion of action and resolution of issues.

Item 47418. Program Management Committee File. Correspondence used to make recommendations to Commission regarding AmeriCorps applications.

DISPOSITION INSTRUCTIONS: Destroy in office after federal audit has been completed if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, destroy in office after completion of action and resolution of issues.

Item 47419. Training Plan File. Records concerning training plans for programs that have received grant funding.

DISPOSITION INSTRUCTIONS: Destroy in office after federal audit has been completed if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, destroy in office after completion of action and resolution of issues.

Item 47420. Training Schedule File. Records concerning training provided by the agency. File includes publicity materials, schedules, handouts, agendas, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office after federal audit has been completed if no litigation, claim, audit, or other official action has been initiated involving the records. If official action has been initiated, destroy in office after completion of action and resolution of issues.